

Government Information Technology Agency	Statewide POLICY <u>P350 Rev 1.0</u>	TITLE: <u>Web Related Development – Notice of Intent (NOI)</u> Effective Date: June 27, 2005
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1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (A.R.S. § 41-3504(A (1))), including, the formation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))).

2. PURPOSE

This policy establishes the GITA review process for web-related development and implementation for Budget Units (BUs) utilizing the Internet for providing benefits and services for Arizona citizens, the private sector, and other third party organizations.

3. SCOPE

A budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending, or disbursing state funds or incurring obligations of the state including the Arizona board of regents but excluding the universities under the jurisdiction of the Arizona board of regents, and the legislative and judicial branches A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. POLICY

This policy applies to all IT projects which involves the development of business processes and functions to be provided over the Internet, including

- Applications,
- Static content,
- Dynamic content, and
- Third-party hosted services.

The policy does not apply to on-going content management (e.g., adding or updating content pages on an existing website).

- 4.1 Notice of Intent (NOI)
 - 4.1.1 All Budget Units shall submit a Notice of Intent (NOI) before starting a web-related development project. The NOI will be used by GITA to review and analyze general project information, estimated costs, a brief AAYS service and standards assessment, screen samples, and signature approvals.
 - 4.1.2 A template for the NOI document shall be maintained by GITA and available to Budget Units by accessing the following web site: http://www.azgita.gov/digital_gov/NOI/.
 - 4.1.3 A high level overview of the NOI review process is also listed at the following web site: http://www.azgita.gov/digital_gov/NOI/.
- 4.2 NOI Evaluation – GITA shall evaluate submitted NOI's based on the following criteria:
 - 4.2.1 Project scope, including a description of costs, technical solution proposed, hosting, and a plan for ongoing maintenance.
 - 4.2.2 Completeness of content, including contact information, detailed project description, and business need.
 - 4.2.3 Presence of sufficient information to determine that the project does not replicate and or overlap existing Arizona @ Your Service (AAYS) services and meets the Web Standards Style Guide as well as security requirements.
 - 4.2.4 Development screen shots, approximations, or a written description of the finished look and feel intended for the site.
 - 4.2.5 Compliance to Statewide IT Policies and Standards relating to website development, privacy considerations, security, and user interface designs.
 - 4.2.6 Compliance to Arizona's Enterprise Architecture for strategies and framework on target technologies¹ and best practices for open architecture, interoperability, portability, and scalable technologies that will improve public service for budget units.
 - 4.2.7 Existence of a business reason for not complying with any specific requirement listed above.
 - 4.2.8 Presence of authorization signatures.
 - 4.2.9 Upon completion of GITA's review and evaluation, a letter of response may be issued to the budget unit requesting further information about the proposed web-related project.

¹ The Arizona Target Technology Table is available at: http://www.azgita.gov/enterprise_architecture/.

- 4.2.10 If the NOI is considered incomplete, GITA shall return the NOI to the submitting Budget Unit identifying such incomplete items.
 - a. The BU may resubmit a revised document at its convenience.
 - b. The Budget Unit may withdraw an NOI from review at any time.
- 4.2.11 When total costs for an NOI exceed \$25,000, the BU shall obtain project approval through the Project Investment Justification (PIJ) rather than the NOI. This is in compliance with the Statewide P340 PIJ Policy and P340-S340 PIJ Standard.
 - a. When a PIJ is required, the project summary report, described in [Statewide Procedure S340-P340](#), shall replace the written review on the conformance of the web-related development to published standards. For additional information refer to http://www.azgita.gov/project_investment_justification/.

4.3 NOI Approval

- 4.3.1 GITA shall prepare and submit a written review to the State CIO and state whether the NOI project meets all the above criteria in section 4.2. and recommendations for approval, conditional-approval or not-approved.
- 4.3.2 The State CIO shall transmit a letter of response to the Budget Unit Director and CIO that describes the results of the NOI review. The letter of response shall contain recommendations for approval, or conditional approval, or not-approved.

4.4 NOI Oversight

- 4.4.1 GITA on a periodic basis monitors Budget Units' websites to ensure compliance with all web-related standards. A notice of web-related non-compliance will be issued to the Budget Unit responsible for any website that does not meet approved published standards.

5 DEFINITIONS AND ABBREVIATIONS

- 5.1 Refer to the PSP Glossary of Terms located on the GITA website at http://www.azgita.gov/policies_standards for additional definitions and abbreviations.

6 REFERENCES

- 6.1 A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
- 6.2 A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
- 6.3 A. R. S. § 41-1339 (A), "Depository of State Archives."
- 6.4 A. R. S. § 41-1461, "Definitions."

- 6.5 A. R. S. § 41-1463, “Discrimination; unlawful practices; definition.”
- 6.6 A. R. S. § 41-1492 et seq., “Prohibition of Discrimination by Public Entities.”
- 6.7 A. R. S. § 41-2501 et seq., “Arizona Procurement Codes, Applicability.”
- 6.8 A. R. S. § 41-3501, “Definitions.”
- 6.9 A. R. S. § 41-3504, “Powers and Duties of the Agency.”
- 6.10 A. R. S. § 41-3521, “Information Technology Authorization Committee; members; terms; duties; compensation; definition.”
- 6.11 A. R. S. § 44-7041, “Governmental Electronic Records.”
- 6.12 Arizona Administrative Code, Title 2, Chapter 7.
- 6.13 Arizona Administrative Code, Title 2, Chapter 10.
- 6.14 Arizona Administrative Code, Title 2, Chapter 18.
- 6.15 Statewide Policy P340, Project Investment Justification (PIJ).
- 6.16 Statewide Standard P340-S340, Project Investment Justification (PIJ).
- 6.17 Statewide Standard P350-S350, Web-Related Initiatives.
- 6.18 Statewide Procedure S340-P340, Project Investment Justification (PIJ).
- 6.19 Instructions for Coordination and Evaluation of Web-Related Initiatives at http://www.azgita.gov/digital_gov/NOI/.

7 ATTACHMENTS

Please access the following URL for the NOI template

http://www.azgita.gov/digital_gov/NOI/